

Memo

To: All City of Carmel Employees
From: Barbara Lamb, Director of Human Resources
Date: September 21, 2016
Re: 2017 Holiday Schedule

The following holiday schedule will be in effect for 2017. The alternate dates in the right-hand column apply only to public safety and other employees whose regularly scheduled hours include weekends, even if they do not work on these specific days.

<u>Holiday</u>	<u>Standard Administrative Schedule</u>	<u>Alternate Shift Schedule</u>
New Year's Day	Monday, January 2	Sunday, January 1
MLK, Jr. Day	Monday, January 16	
Good Friday* Easter*	Friday, April 14	Sunday, April 16
Memorial Day	Monday, May 29	
Independence Day	Tuesday, July 4	
Labor Day	Monday, September 4	
Rosh Hashanah*	Thursday, September 21	
Yom Kippur*		Saturday, September 30
Veteran's Day	Friday, November 10	Saturday, November 11
Thanksgiving	Thursday/Friday, November 23/24	
Christmas	Monday/Tuesday, December 25/26	

In addition, sworn firefighters on an administrative schedule and all sworn police officers will receive 3 floating holidays in 2017.

All holidays for civilian employees have been incorporated into the PTO system.

*time off granted only to participate in religious observances

